

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, APRIL 10, 2013**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, April 10, 2013, at 7:00 p.m. at the Willmar City Offices Conference Room #2.

**\*\* Members Present:** Mark Klema, Charles Oakes, Scott Thaden, Bob Poe, Nick Davis, and Randy Czarnetzki.

**\*\* Members Absent:** Gary Geiger, and Andrew Engan.

**\*\* Others Present:** Margaret Fleck, Joe Hartmann, Joline Hoveland, Bethany Hardy, Tim Miller, Lisa and Jeff Adkins, Steve Salzer, Bruce D. Peterson- Planning and Development Services-Director, Megan Sauer- Planner.

2. MINUTES: The minutes of the March 13, 2013 meeting were approved as presented.

3. COMMUNITY CHRISTIAN SCHOOL PLAN REVIEW- FILE NO. 13-05: Bethany Hardy of Cities Edge Architects presented the plans on behalf of Community Christian School for an addition onto the existing school facility including band and choir rooms, storage, locker rooms, rest rooms, 4 classrooms, a kitchen, and gymnasium on property legally described as: part of the NW ¼ of Section 22, Township 119, Range 35 (1300 19<sup>th</sup> Ave. SW) (see file for full legal).

Ms. Hardy explained that the school is expanding to accommodate the expanding High School students/classes and sport activities. The proposed addition may be done in phases, either doing portions of the addition one year and completing it the next, or building the exterior walls but not doing a portion of the interior finishes until the next year. Civil plans are not yet completed, but Duininck Inc. will submit them to the City Engineer for review. The City Fire Chief/Marshall has not reviewed or commented on the plans yet.

The parking lot currently has 62 stalls and 10 bus stalls, and the proposed restriping/reconfiguring is at 84 stalls. The Commission talked about student enrollment numbers and student and faculty parking needs. Ms. Hardy did not have those numbers available yet. The Commission also discussed sporting events that may draw larger crowds, as well as Fire Department access to the addition.

The Staff comments were reviewed and discussed (see Attachment A).

The Commission talked about the number of unknowns at this point with the plans. They support the school adding on but would like to see more of the details to ensure everything is being done per City Ordinances and codes.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, to table the matter until the next meeting to get more of the details for the plans determined and reviewed.

The motion carried.

4. MINNWEST TECHNOLOGY CAMPUS FLADEBOE AUCTIONS PLAN REVIEW- FILE NO: 13-05: Steve Salzer, of MinnWest Technology Campus, presented plans for Fladeboe Auctions to lease 261 sq. ft. of space for an office on property legally described as: Unit 5, MinnWest Technology Campus, CIC #40 a Planned Community (1700 Technology Dr. SW). Fladeboe Auctions specializes in nonprofit charity, farm and land real estate auctions. Kristine Fladeboe Duninick will operate out of the office.

The Planning Commission discussed that the office use is permitted in the technology district and the proposal is definitely Ag related.

Mr. Czarnetzki made a motion, seconded by Mr. Oakes, to approve the plan review with the following condition:

- A. The use shall meet all applicable, local, state, and federal laws and regulations.

The Planning Commission reviewed and made affirmative findings of fact in Zoning Ordinance Section 9.E.4.a.1-7.

The motion carried.

5. GARAGE DOOR HEIGHT DISCUSSION: The Planning Commission had discussed Section 3 of the Zoning Ordinance at the previous Commission meeting specifically outbuildings and sq. ft. requirements. One aspect that wasn't discussed was door height. The Zoning Ordinance allows two story accessory structures, but limits the garage door heights to 10 feet. There have been some issues with people that wish to store RV's in them and the 10 foot door height is limiting.

The Planning Commission had a discussion about preferring RV's in garages than in yards for months at a time. However, they didn't want to open it up to allowing commercial sized equipment and semi's into residential storage shed. Roll-up garage doors are limited to 12' in width; once they get wider then that it's something like a Schweiss Door similar to those on airport hangars. The Commission didn't like the idea of opening up residential areas to such large commercial fold up garage doors.

Mr. Poe excused himself from the meeting.

Jeff Adkins, a citizen currently building a garage for his RV, asked the Commission to consider 12' door heights instead of 10', as it would allow the smaller RV's but not big commercial equipment.

The Commission talked about once they change it to 12' now, in another few years people will be asking for 15' and it'll open up to bigger RV's etc. in residential neighborhoods.

Mr. Oakes made a motion, seconded by Thaden, to start the process to hold a public hearing considering amending the Zoning Ordinance limiting door heights on accessory structures to 12' high, and to not more than 12' wide for doors exceeding 8' in height.

The motion carried with Mr. Oakes, Mr. Thaden, and Mr. Davis voting yes, and Mr. Czarnetzki and Mr. Klema voting no.

The motion carried by 3 to 2 vote.

6. FORMER RULE TIRE PROPERTY ACQUISITION: Staff explained that the Rule Family contacted the City wishing to gift some property/building to the City (620 Pacific Ave. SW). The City was then approached by Habitat for Humanity which has offices across the street from said property to buy a portion of the southern half of the lot to use for additional parking and the garage building for warehousing.

The City will demolish the building on the north part of the parcel and possibly use the property for a pocket park, MUC parking, another trail connection etc.

The Commission asked about demolishing the building and any contamination issues. Staff stated that three bids were received, and there is an extremely small amount of asbestos in the building that will be properly removed and disposed of. The PCA has closed files on the gas tanks that were removed in the 80's. There are back taxes on the property and this gift will speed up the removal process on a vacant derelict property.

Mr. Thaden made a motion, seconded by Mr. Czarnetzki, to recommend approving acquisition of the property to the City Council.

The motion carried.

7. ELECTRONIC BILLBOARDS DISCUSSION: Staff was approached by a marketing group that wants to do a community electronic billboard. Staff explained to them that billboards are prohibited by our Zoning Ordinance. They asked that the matter be discussed at the Planning Commission to see if this is something that should be considered.

The Planning Commission talked about electronic signs and billboards, and the scale, brightness, and motion issues that could arise from such signage.

The consensus of the Commission was that the wording of the ordinance regarding billboards shall remain as written in the Ordinance.

No action was taken.

8. There being no further business to come before the Commission, the meeting adjourned at 8: 29 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Megan M. Sauer".

Megan M. Sauer, AICP  
Planner/Airport Manager

PLANNING COMMISSION-APRIL 10, 2013

STAFF COMMENTS

1. COMMUNITY CHRISTIAN SCHOOL ADDITION PLAN REVIEW- FILE NO. 13-05:

- The applicant is Cities Edge Architects on behalf of Community Christian School, Willmar, MN.
- The applicant is proposing a 24,400 sq. ft. one story addition onto the existing school facility including band and choir rooms, storage, locker rooms, rest rooms, 4 classrooms, a kitchen, and gymnasium on property legally described as: part of the NW ¼ of Section 22, Township 119, Range 35 (1300 19<sup>th</sup> Ave. SW)(see file for full legals).
- The property is zoned R-2, and as it is already an existing private school facility plan review is required.
- All setbacks will be met/exceeded with the proposed addition.
- The addition may be done in two phases, depending on funding etc.
- The Zoning Ordinance stipulates that parking spaces for High Schools should be one space for each four (4) students plus three (3) spaces for each classroom. The current parking lot layout has 62 stalls and 10 bus stalls the proposed schematic is 84 stalls. There is ample room for parking expansion, what is the Commissions comfort level?
- The exterior façade of the addition will blend and match the colors and materials of the existing structure as best as possible.
- No landscape plan was submitted, landscape plan shall be submitted prior to issuance of a building permit.
- Civil plans have not been submitted. The Civil plans shall include the following:
  1. Utility plans.
  2. Grading, drainage, and erosion control plans.
  3. Stormwater pollution prevention plan.
  4. Stormwater Management Plan and hydraulic calculations.All approvals and permitting, shall be contingent upon Interim City Engineer review/comments and conditions all being met.

- Access to 15<sup>th</sup> St. SW in the future?

RECOMMENDATION: Approve the plan review with the following conditions:

- A. Parking spaces required shall be determined once accurate student enrollment numbers are known, prior to issuance of a building permit.
- B. A landscape plan shall be submitted and reviewed by staff prior to issuance of a building permit or certificate of occupancy.
- C. Civil plans shall be submitted for the Interim City Engineer's review and comment and all his conditions shall be met prior to issuance of a building permit.
- D. The use shall meet all applicable local, state, and federal laws and regulations at all times.